

COOPERATIVE VOCATIONAL EDUCATION QUALITY FACTORS CHECKLIST

_____ Applicants are screened to assure that they are prepared to meet employer demands

_____ Employers are selected to provide training for students related to their occupational interests

_____ Training agreement is developed that outlines the responsibilities of students, schools, employers, and coordinator

_____ Coordinator makes regular visits to training stations.

_____ Student assessment is an integral part of instruction, and provisions are made for individual differences.

_____ Results of the student assessment process are reported to students, teachers, parents, guidance counselors, and administrators as appropriate.

_____ Students are placed in training stations related to their occupational career interest.

_____ Appropriate records are kept on file for each student (i.e., training agreements, IMPs, employer evaluations, wage/hour reports).

_____ Training stations are selected which provide occupational growth opportunities consistent with the student's capabilities, occupational interests, and learner outcomes.

_____ Training sponsors of students are in compliance with federal, state, and local labor laws.

_____ Training sponsors are advised of their responsibility to provide meaningful learning experiences for students.

_____ Training sponsors provide information for the evaluation of the students.

_____ Students enrolled in the program have an interest in and the ability to benefit from instruction as it relates to their career preparation.

_____ Follow-up is conducted on an annual basis for students completing the cooperative education program.